

LANESBORO PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Minutes – May 14, 2025

Location: Lanesboro Community Center and Zoom

Time: 5:00pm

Present:

Board Members: Sjeila Goetzke, Tamara DeGarmo, Anna Lane, Mary Junko-Isle, Mindy Albrecht-Benson

Staff: Tara Johnson, Mitchell Walbridge, Darla Taylor

Community: Alicia Pearson, Anna Loney, Delia Bell, Sarah Pieper, Bonita Underbakke, Shirley Mulder, Stacey Schultz

- I. **Call to Order:** Sjeila Goetzke called the meeting to order.

Public Comments:

Anna Loney asked the board to consider moving the public comments to the end of the meeting, so they can comment on issues discussed.

Stacey Schultz mentioned that a grant deadline for Learning for free books is due tomorrow (May15th).

Sarah Pieper encouraged that the board to re-establish the committees.

- II. **Approval of Agenda:** Mindy motioned to approve the agenda with the addition of discussion on adding public comments to the end of the meeting, and a discussion on committees and their purpose, seconded by Anna. Motion carried.

- III. **Approval of the Minutes:** Mindy motioned to approve the minutes from April 9, 2025, seconded by Sjeila. Motion carried.

- IV. **Financial Report** presented by Tara, covering the library donations, Rose Bell funds, budget, and monthly expenditures.

a. Budget balance

b. Approval of bills

Ask of Mitchell to get the maturity date of the CD and the current rate of CD.

Anna motioned to approve the financial report, seconded by Mindy. Motion carried.

- V. **Director's PTO Hours:** none submitted.

- VI. **Circulation Report** presented by Tara.

- VII. **Standing And Special Committee Reports:**

a. City Council Liaison – Mindy nothing of note.

b. Friends of Lanesboro Library (FoLL) Liaison – Anna Loney gave updates from May 13, 2025 meeting.

i. Baked goods were brought to the library staff as they did their training for the new software – Thank you and encouraged continued involvement from the board.

ii. The puzzle competition on Saturday, May 10th at 10:30 am, was fun and will look to do it again with lessons learned for improvements.

iii. Preparing to sell soft serve ice cream at Rhubarbfest and Art in the Park.

c. SELCO Board Liaison – Stacey Schultz is still sitting in this position. She had attended the Quarterly meeting, which was available online or in person. The SELCO calls usually consist

of Committee reports and Director (Christa Ross) reports. The committees within SELCO are Advocacy, Executive, Facilities, Finance, and Governance.

VIII. **Director's Reports** from Tara

- a. Summer reading program has been noted as a summer option. June 6th is kick off – offering teen options.
- b. Federal funding discussion – 40 % of funding is for Minnatech delivery system. Braille and audio books gets 30%

IX. **New Business:**

- a. Elect a Vice Chair, Tamara motioned to approve Anna Lane as Vice Chair, Mindy seconded. Motion carried.
- b. Updates on migration to Evergreen – presented by Tara.
Software conversion was successful. There have been a few bugs they are working through but overall, it is a success. Things will continue to smooth out as bugs are resolved and they continue to get more familiar with the system
- c. Library Materials Check-out and Acquisitions Policy review. Mindy motioned to table policies until next month. Sjelia seconded. Motion approved.
- d. Conduct in the Library Policy Review. – bundled in with the motion above. Suggested we will review 3 policies at June meeting.
- e. Library Staff Job Descriptions – Tara provided the current Job descriptions for use to be able to review a head of time for future discussion.
- f. Public Comments discussion about the pros and cons of having it at the beginning of the meeting and also what those are if we moved it to the end of the meeting. Decided to pay attention to how this goes and revisit in a couple of months.
- g. Committees and purposes of them – Discussion about how the committees need to follow the open meeting laws. Mindy motioned to revisit what the committees did and what the top responsibilities for each of them are. Seconded by Anna. Motion passed.

X. **Old Business:**

- a. Library Strategic Plan – need help from SELCO for assistance with a potential rewrite of the Strategic plan for 2026. Suggestion to use the survey for some of the strategic planning.
- b. Library Survey Results – Need to rebuild the teen programming that was cut short with Covid. Ask of Tara for suggestions on programming ideas, even if those ideas take money to make it happen.

XI. **Other Business:**

- a. Comments or Questions
- b. Next regular Library Board meeting is **Wednesday June 11th, 2025, at 5pm.**

XII. **Adjourn:** with no objections at 6:21pm

Respectfully submitted by Tamara DeGarmo

